

March 4, 1974

Memorandum for: Executive Officer to the Deputy Director  
for Management and Services

Subject: State of the Directorate Meeting

1. The members of the MSAG are enthusiastic about the planned State of the Directorate meeting and believe that other DDM&S employees will be also. In addition to those topics already mentioned in your memo (i.e., accomplishments, changes, and reorganizations), we would like to suggest the following:

- a. A discussion of the recent personnel cuts, plans for programs to be dropped, and a frank appraisal of the philosophy used in the selection of areas slated for reduction.
- b. A review of the results of the EEO program, as well as a reminder as to who the EEO Officers are in each component.
- c. A brief description of the MSAG and its role.
- d. Mr. Brownman's perception of MBO and how the DDM&S should implement it.
- e. A discussion of the Annual Personnel Plan and the Personnel Development Plan, especially their significance for the individual employee.

2. Since the session will be attended by a representative group of DDM&S employees and will not be repeated for others who are interested, we urge that the talk be videotaped and made available as widely as possible shortly thereafter.

The Management and Services  
Advisory Group

DD/M&S 74-0323


MEMORANDUM FOR: Cochairmen, Management and Services  
Advisory Group


STAT ATTENTION

SUBJECT : State of the Directorate Meeting

1. The DD/M&S has indicated that he intends to hold a one-hour meeting in the auditorium on 15 March 1974 in order to discuss various events of the last year--accomplishments, changes, reorganizations, etc. In effect, what is the message that should be transmitted to DD/M&S employees at this time. Mr. Brownman indicated that he wanted a "representative" group, a good cross section of the Directorate to be in attendance, and he asked that I serve as the focal point in preparing an agenda.

2. I have asked the Office Directors to provide me with an appropriate input on any significant items which should be covered at the meeting. It would be very much appreciated if the MSAG gave this some thought and offered views as to topics that should be addressed by Mr. Brownman at the 15 March meeting. There is a fair amount of lead time, but I would be hopeful that your input could be provided within the next two weeks--if you are receptive to the idea.

  
Executive Officer to the  
Deputy Director  
for Management and Services

STAT EO-DD/M&S:  :kmg (30 Jan 74)  
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REFERENCE: Memo for the Record, dtd 20 Feb 74, by EO-DD/M&S,  
subj: State of the Directorate Meeting --  
Paragraph 1

Attached are responses from the following Offices:

Office of Communications

Office of Joint Computer Support

Office of Logistics

Office of Medical Services

Office of Personnel

Information Systems Analysis Staff

Office of Security